

## Rowlett Housing Finance Corporation

### Board of Directors' Meeting Minutes: December 14, 2022, 7:00 p.m. Virtual Meeting

#### Board Members:

*Present:* President Karl Crawley; Vice-President Dan Pence; Brandon Stewart; Riki Harper;  
Rick Sheffield, Executive Director

*Absent:* Debby Bobbitt

*Quorum present?* Yes

*Others Present via Zoom:* None

#### 1. Call to order.

The meeting was called to order at 7:03 p.m. by President Karl Crawley.

#### 2. Consider action to approve the minutes from the November 14, 2022, Board of Directors' meeting.

Dan Pence made a motion to approve the minutes as presented. The motion was seconded by Brandon Stewart and was passed unanimously by those members present.

#### 3. Hear presentation on November 2022 financials.

Staff presented the operating financials for the month of November 2022. All expenditures were normal operating costs to include rent and payroll.

#### 4. Hear presentation and reach consensus regarding community outreach initiatives.

This item was requested to be placed on the agenda by Brandon Stewart. Brandon presented to the Board six ideas to increase engagement in the community:

- Attend Community Events Monthly
- Host a First-Time Buyers Seminar
- Post on Social Media Outlets More Frequently
- Request to be on an Episode of "My Rowlett" Podcast
- Host Quarterly Local Business Networking Event
- Host a Winter Formal Ball for the RHFC Foundation

The Board discussed the ideas and looked favorably upon focusing on:

- Request to be on an Episode of “My Rowlett” Podcast – Brandon Stewart will reach out to city staff to schedule the HFC on an episode.
- Post on Social Media Outlets More Frequently – All Board members should be looking for items to post and send them to staff. Staff will allow one day for all members to agree/disagree with the information and then post if there are no objections. This should help spread the work out amongst the Board members.
- Attend Community Events Monthly – All Board members were encouraged to engage and attend at least one event per month. President Crawley also said that we could expand this to speaking at City Council meetings during citizen input to update the council and the community on the HFC’s activities.

5. Discuss and consider action to set a date for the Board of Directors’ Annual Appreciation Dinner.

Executive Director Rick Sheffield indicated that this would be the first appreciation dinner post Covid. He felt that it was important for the Board, and their spouses, should be recognized for the time that they put into the work of the HFC. The Board discussed whether we should focus on a Rowlett destination but was not sure if any facilities would have the private room space to hold the dinner.

All agreed that the dinner should be after the holidays, with a focus on January. Staff took the action to send out a Doodle poll with several options for dates. Based upon the Board’s input to the poll, staff would then identify and schedule a venue for that date.

6. Consider action to approve the FY2023 operating budget.

Staff presented the proposed operating budget for FY2023. Overall, office operating expenses were reduced from 2022. Travel was increased as a result of the addition of Housing Rally Day in March and increased travel required for staff to continue work on the TALHFA and TAAHP Board of Directors.

Brandon Stewart made a motion to approve the FY2023 operating budget as presented. The motion was seconded by Dan Pence and was approved unanimously by those members present.

7. The Board will enter into Executive Session to discuss the duties of the Executive Director and consider a contract and salary for 2023.
8. Take action on any items from Executive Session.

The Board voted to approve a contract extension through the end of 2023 with a salary of \$91,200.

9. New/Other Business

Staff brought up the need for the Board to consider a change in the Board meeting schedule as there has been some conflicts with the third Wednesday of the month. After much discussion, the Board decided to move the monthly Board meeting to 9:00 a.m. on the second Wednesday of the month, beginning in January 2023.

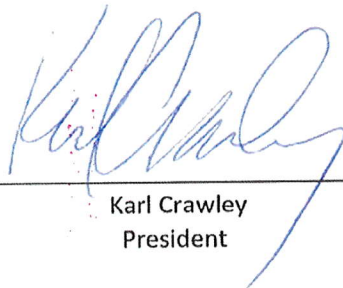
Staff informed the Board that the HFC office will be closed from December 23, 2022 until January 3, 2023 for the holidays. Staff will be on vacation during this time.

Staff will be sending out a website to the Board for them to select a shirt that will be printed with the HFC logo and send that information back to staff. Shirts for all members will then be ordered for the new year.

Staff informed the Board of a possible 4% tax credit/bond deal in the works for single family attached housing on the East side of PGBT, North of Highway 66. It was noted that this will be difficult to pass, given that a zoning change will be required. More information from the developer will be coming soon and it may be necessary to hold a special meeting to consider an inducement resolution. This would be an opportunity to use the \$35M bond reservation carryover currently held by the HFC and will expire at the end of 2023.

10. Adjourn

President Karl Crawley adjourned the meeting at 8:24 p.m.

By:   
Karl Crawley  
President

ATTEST:  
By:   
Rick Sheffield  
Secretary

Date approved: 1/11/23